



COVID-19 Emergency Operations Center

SOP No: MS-142

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Standard Operating Procedure PPE Storage

Subject: PPE Storage at Medical Shelter Sites

1. Introduction

The purpose of this Standard Operating Procedure (SOP) is to provide guidance to Medical Shelter Site Management on properly storing personal protective equipment (PPE) at Medical Shelter sites.

2. Procedures

- **General**

- All PPE must be stored in a clean, dry and sanitary condition, ready for usage.
- PPE should be stored in a climate controlled environment, avoiding any extreme temperatures
- Keep PPE in original packaging until ready for usage.
- Maintain 3 – 6 months of PPE for any emergencies.
- Consult with your Infection Prevention Advisor for any additional guidance.

- **Storage**

- Provide a secure, access-restricted environment to store all PPE. Allow for one manager or tech to maintain and manage storage of all PPE. This will assist in reordering PPE.
- Organize all boxes on pallets or shelves according to type and size.
- All boxes must be elevated from the floor and must not exceed one foot of space from the ceiling in height.
- Label all shelves according to product type.

3. References

- SOP 105 – Biowaste
- SOP 144 – Donning / Doffing Areas